DELPHI Skills Assessment for PA Accounting Technician

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency					
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Generate Transaction Entry Reports								
Generate Project Expenditure Reports								
Generate Project Expenditure Reports								
Generate Billing Process Flow Reports								
Generate Interface Audit Reports								
Generate Billing Invoice Activity Reports								
Generate Project Subledger Reports								
Generate Project Status Reports								
Generate Implementation Reports								
Distribute Project Costs								
Adjust Project Invoices								
Review Customer Setup Options								
Adjust Project Revenue								
Adjust Project Expenditure Items								
Import Transactions into Projects								
Enter Pre-Approved Expenditure Batches								
Maintain Project Human Resource Setup								